

SETON HALL LAW REVIEW CONSTITUTION
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Article One: Statement of Purpose

The Seton Hall Law Review is a non-profit unincorporated association and is a direct arm of Seton Hall University School of Law, a non-profit coeducational institution.

This Constitution sets forth the rules, policies, and procedures that govern the Law Review and defines the rights and duties of Law Review members. All powers not specifically delegated within this Constitution are reserved to the Board of Officers. This Constitution is effective as of 6/26/2020, and supersedes and replaces all previous Constitutions of the Seton Hall Law Review.

Article Two: Definitions

- Section 1 Member: Any student of Seton Hall University School of Law who has been accepted for Law Review membership regardless of his or her title on the Law Review. Members may be designated either Voting or Non-Voting Members pursuant to Section Eleven of this Article.
- Section 2 Board of Officers: The Board of Officers shall consist of one Editor-in-Chief; one Business and Publications Editor; one Senior Comments Editor; one Executive Editor; one Senior Articles Editor; one Symposium Editor, or as many Symposium Editors as the Editor-in-Chief sees fit to appoint; several Article Editors and Comment Editors, the exact number of which shall be determined in the discretion of the Editor-in-Chief; and as many other positions as shall from time to time be established by the Editor-in-Chief.
- Section 3 Associate Editor: The title of a Member of the Law Review in his or her first year of membership.
- Section 4 Senior Editor: The title of a Member of the Law Review in his or her second year of membership, who is not a member of the Board of Officers.
- Section 5 Manuscript Ready for Publication: The Editor-in-Chief shall make the final determination as to whether a manuscript is ready for publication, and thus can be submitted for consideration of publication. A student manuscript shall be considered ready for publication only upon (i) the determination of the Editor-in-Chief that all interim deadlines and requirements established for the student have been satisfied and (ii) that the Editor-in-Chief, as informed by the Senior Comments Editor, considers the manuscript ready for publication by the last day of classes of the student's second semester of membership. All student manuscripts deemed ready for publication by the Editor-in-Chief, in consultation with the Senior Comments Editor, shall be considered for publication, regardless of the author's intent to publish, in conformance with the rights and obligations set forth in Article Twelve of this Constitution. An extension to satisfy clause (ii) may be granted if the Editor-in-Chief, Senior Comments Editor, and Executive Editor determine, by simple majority vote, that exigent circumstances prevent a timely completion of the manuscript.

Members should be notified as early as possible if their manuscript is at risk of not being recommended as ready for publication. In such circumstances, the Senior Comments Editor or the Editor-in-Chief, or both, shall provide, to the greatest extent possible, substantive instruction as to how to improve a manuscript such that it can be recommended as ready for publication.

An appeal from a determination that a manuscript is not ready for publication may be brought by the member to the Faculty Advisor.

- Section 6 Member in Good Standing: Any Member, who, in the opinion of the Board of Officers, has both satisfactorily completed all assigned tasks and is reasonably certain to have completed a manuscript ready for publication pursuant to Section Five of this Article.
- Section 7 Membership: The collective body of all Members as defined in Section One of this Article.
- Section 8 Membership Meeting: A meeting of all Members of the Law Review. The Membership shall receive notice one week in advance of all Membership meetings.
- Section 9 Quorum: A quorum for a vote shall consist of not less than three quarters of all Voting Membership as defined in Section Twelve of this Article, except that for an election of the Editor-in-Chief, a quorum shall consist of not less than three quarters of the Membership as defined in Section Seven of this Article. Where consent of the Board of Officers is required, a quorum shall consist of not less than three quarters of all Members appointed to the relevant positions pursuant to Section 2 of this Article.
- Section 10 Sergeant-at-Arms: The Business and Publications Editor shall serve as the Sergeant-at-Arms to assist in the electoral process.
- Section 11 Voting Member: Any Member who has, in fact, completed a manuscript ready for publication, as defined in Section Five of this Article, at the time of the election. This restriction shall not apply to the election or removal of Members of the Board of Officers.
- Section 12 Voting Membership: The collective body of all Voting Members as Defined in Section Eleven of this Article.
- Section 13 Voting Membership Meeting: A meeting of all Voting Members of the Law Review.

Article Three: Amendments

Section 1 Generally: All provisions of the Constitution may be amended or repealed by a three-quarters vote of a quorum of the voting Membership. Any voting Member may propose an amendment to the Constitution.

Section 2 Amendment Meetings: The Membership shall be given a minimum of ten days notice of any meeting at which an amendment to the Law Review Constitution shall be voted upon. The Membership may review any proposed amendment during this ten-day period. Only voting Members as defined in Article Two, Section Eleven, may vote on proposed amendments; however, any Member may comment on any proposed amendment prior to vote, subject to reasonable time restrictions to be imposed by the Editor-in-Chief.

- A) Any Voting Member who is unable to attend the meeting may give actual power to vote to another Voting Member who will be attending the election.
- B) In such a case, the Member unable to attend the meeting shall give a letter to the Editor-in-Chief expressly authorizing the Member who will be attending the meeting to vote on his or her behalf. The non-attending Member must give this letter to the Editor-in-Chief at least one half hour prior to the meeting. The non-attending Member should also give a copy of that letter to the Member who will be attending and voting.
- C) The Member who is not attending the meeting shall not be permitted to vote prior to the meeting.
- D) The non-attending Member may revoke the power vested in the Member in attendance by letter to the Editor-in-Chief or by arriving at the amendment meeting and informing the Sergeant-at-Arms that he or she will now be voting for him or herself.
- E) In the event that an Amendment Meeting cannot reasonably be held in person, the vote may be conducted electronically for the sole purpose of the timely adoption of amendments. An electronic vote may be held only after express approval by the Editor-in-Chief and a majority of the Board of Officers.
 - i) In such a case, the Business and Publications editor shall serve as the Sergeant-at-Arms for the purpose of managing the electronically conducted voting period. The Sergeant-at-Arms shall be responsible for providing the Membership with all information available regarding the electronic vote, the amendment(s) being considered, and any comments submitted pursuant to subsection (ii).

- ii) Preceding any electronically conducted amendment vote, the Membership shall be provided a comment period during which time they may submit commentary on the proposed amendment(s) to the Sergeant-at-Arms. The comment period shall remain open for no less than five business days.
- iii) Where an electronic vote to amend this Constitution is held, the vote shall be kept open for a minimum of three business days.
- iv) Following the electronic vote, the Sergeant-at-Arms shall provide the Editor-in-Chief with the voting results. The Editor-in-Chief shall thereafter inform the Membership of the adoption or rejection of the amendment.

Article Four: Editorial Board Elections

Section 1 Election of the Editor-in-Chief:

- A) Time for Election: The election of the Editor-in-Chief for the following academic year shall be held no later than the first weekend of April of each year.
- B) Method of Election: The Editor-in-Chief shall be elected by a vote of all Members of the Law Review in good standing as defined by Article Two, Section Six.
- C) Eligibility to Run:
 - i) Letter of Intent: Each Associate Editor who wishes to stand for election to the position of Editor-in-Chief shall submit a letter of intent to the current Editor-in-Chief at least twenty-one (21) days prior to the date of the election.
 - ii) Membership Status: Each Associate Editor who wishes to stand for election to the position of Editor-in-Chief must be designated a Member in Good Standing as defined in Article Two, Section Six, by the current Editor-in-Chief before he or she shall be allowed to stand for election.
 - iii) Interviews: Members of the current Board of Officers shall conduct a brief interview with each Associate Editor who wishes to stand for election to the position of Editor-in-Chief for the following academic year.
 - iv) Board of Officers' Recommendations for Editor-in-Chief: Following the interviews, the Board of Officers may recommend individuals for

the position of Editor-in-Chief following a discussion of each candidate's qualifications at a closed meeting.

- v) Petitions: Notwithstanding the recommendations of the Board of Officers, any Associate Editor, who is a Member in good standing, shall be eligible to run for Editor-in-Chief by fulfilling the requirements of Subsections (i), (ii), and (iii) of this Section.
- D) Eligibility to Vote for Editor-in-Chief: All Members in good standing, as defined by Article Two, Section Six are eligible to vote for Editor-in-Chief, notwithstanding the provisions of Article Two, Section Eleven.
- E) Editor-in-Chief Election Meeting: The Membership shall be given notice of the annual Editor-in-Chief election meeting no later than one month prior to the date of the meeting. The notice shall contain:
 - i) the date and time at which the Editor-in-Chief election will commence;
 - ii) a list of the restrictions imposed on Editor-in-Chief by Article Six;
 - iii) the date by which letters of intent must be submitted to the Editor-in-Chief.
- F) Editor-in-Chief Election Procedures:
 - i) Generally: The current Editor-in-Chief shall oversee the proceedings. The Sergeant-at-Arms shall take attendance in order to ensure that only those eligible to vote are present. Any individual not eligible to vote (excepting the Faculty Advisor) will be asked to leave by the Sergeant-at-Arms. The Sergeant-at-Arms will then determine whether a quorum is present. When the Sergeant-at-Arms determines that a quorum is present, the Editor-in-Chief shall commence the election proceedings, as described starting with Subsection (ii) of this subsection. Throughout the entire proceeding, the Sergeant-at-Arms shall:
 - (1) give ballots to each Member immediately before the vote for Editor-in-Chief is taken;
 - (2) maintain control of the ballot box; and
 - (3) ensure that each Member casts only one ballot.

Once all ballots have been cast, the Sergeant-at-Arms shall remove the ballot box from the election room to the Editor-in-

Chief's office, and shall tally the votes in the presence of the Faculty Advisor.

- ii) Speeches: Each candidate may give a speech, of no more than ten (10) minutes in length, to the quorum, to be followed by a brief question and answer session to be moderated by the current Editor-in-Chief. The current Editor-in-Chief shall have the authority to disallow any inappropriate questioning. The question and answer session shall not extend more than ten (10) minutes beyond the conclusion of the candidate's speech. The Sergeant-at-Arms shall be responsible for enforcing the above time restrictions.
- iii) Voting: Following the question and answer period for the last candidate, the Sergeant-at-Arms shall distribute secret ballots to the quorum. Each voter shall cast one vote for Editor-in-Chief and return the ballot to the Sergeant-at-Arms.
 - (1) Any Member who is eligible to vote under Article Four, Section One, subsection (D), but is unable to attend the meeting may give actual power to vote to another Member who is eligible to vote under Article Four, Section One, subsection (D), and who will be attending the election.
 - (2) In such a case, the Member unable to attend the meeting shall give a letter to the Editor-in-Chief expressly authorizing the Member who will be attending the meeting to vote on his or her behalf. The non-attending Member must give this letter to the Editor-in-Chief at least one half hour prior to the meeting. The non-attending Member should also give a copy of that letter to the Member who will be attending and voting.
 - (3) The Member who is not attending the meeting shall not be permitted to vote prior to the meeting. The procedure set forth in Article Four, Section One, subsection (F)(iv)(1) – (2), shall not permit direct voting (prior to the election) by the non-attending Member.
 - (4) The non-attending Member may revoke the power vested in the Member in attendance by letter to the Editor-in-Chief or by arriving at the election meeting and informing the Sergeant-At-Arms that he or she will now be voting for him or herself.
 - (5) The winner of the election for Editor-in-Chief must receive a simple majority of the votes cast. In the event no candidate receives a simple majority after the first ballot, a second ballot shall be held with the three candidates who received the highest

amount of votes in the first ballot. If no candidate receives a simple majority after the second ballot, a third ballot shall be held with the two candidates who received the highest amount of votes in the second ballot. If a tie results after the third ballot, the tie shall be broken in the Editor-in-Chief's office by a private, majority vote of the Members of the Board of Officers.

- iv) Electronic Voting: In the event that the Editor-in-Chief election cannot reasonably be held in person, the election shall be governed by this subsection.
- (1) In such a case, an electronic vote may be held only after express approval by the Editor-in-Chief and a majority of the Board of Officers.
 - (2) The Business and Publications editor shall serve as the a Sergeant-at-Arms for the purpose of managing the electronically conducted voting period. The Sergeant-at-Arms shall be responsible for providing the Membership with all information available regarding the electronic vote, the amendment(s) being considered, and any questions submitted pursuant to subsection (b).
 - (3) Each candidate may record a speech, of no more than ten (10) minutes in length, to be disseminated to the Membership by the Sergeant-at-Arms.
 - (4) Preceding any electronically conducted vote for Editor-in-Chief, the Membership shall be provided a question period during which time they may submit questions to the candidates who have satisfied the requirements of Subsection (C) of this article to the Sergeant-at-Arms. The question period shall remain open for no less than five business days. The Editor-in-Chief shall have the authority to disallow any inappropriate questions. Candidates may provide written responses to questions submitted. Such responses shall be disseminated to the Membership by the Sergeant-at-arms.
 - (5) Where an electronic vote to is held pursuant to this subsection, the vote shall be kept open for a minimum of three business days. The Sergeant-at-Arms shall provide a link to a secure, online service which ensures that each member is able to cast only one vote.
 - (6) Following the electronic vote, the Sergeant-at-Arms shall provide the Editor-in-Chief with the voting results. The Editor-

in-Chief shall thereafter inform the Membership of the election results.

- (7) The winner of the election for Editor-in-Chief must receive a simple majority of the votes cast. In the event no candidate receives a simple majority after the first ballot, a second ballot shall be held with the three candidates who received the highest amount of votes in the first ballot. If no candidate receives a simple majority after the second ballot, a third ballot shall be held with the two candidates who received the highest amount of votes in the second ballot. If a tie results after the third ballot, the tie shall be broken in the Editor-in-Chief's office by a private, majority vote of the Members of the Board of Officers.

Section 2 Appointment of the Remainder of the Board of Officers:

- A) Time for Appointment: The appointment of the Board of Officers, other than the Editor-in-Chief, for the following academic year shall take place no more than two weeks after the election of the Editor-in-Chief.
- B) Method of Appointment: The Executive Editor, Senior Comments Editor, Business and Publications Editor, Senior Articles Editor, Symposium Editors, Articles Editors, Comments Editors, and any other Board of Officer positions that the current Editor-in-Chief may from time to time ordain and establish, shall be appointed solely by the Editor-in-Chief of the Volume for which the appointed officials shall serve.
- C) Eligibility for Appointment:
 - i) Submission of Interest: Each Associate Editor who wishes to be considered for appointment to a position on the Board of Officers shall submit a list of positions that they wish to be considered for, as well as a resume (without GPA or class rank), to the current Editor-in-Chief at least twenty-one (21) days prior to the date of the Editor-in-Chief election.
 - ii) Membership Status: Each Associate Editor who wishes to be considered for a position on the Board of Officers must be designated a Member in Good Standing as defined in Article Two, Section Six, by the current Editor-in-Chief.
 - iii) Interviews: The current Editor-in-Chief and Editor-in-Chief-elect shall conduct a brief interview with each Associate Editor who wishes to be considered for a position on the Board of Officers for the following academic year.

D) Appointment of the Board of Officers:

- i) After the Editor-in-Chief elections have taken place, the current Editor-in-Chief and the Editor-in-Chief-elect shall interview each applicant for each Board of Officers position. The Editor-in-Chief elect, in consultation with the current Editor-in-Chief, shall appoint individuals to the positions enumerated in Article Two, Section Two of this Constitution.
- ii) To be considered for a given position pursuant to Subsection (i), each candidate shall submit a list of positions that they wish to be considered for and a resume (without GPA or class rank) to the Editor-in-Chief-elect, unless the Editor-in-Chief-elect, in his or her discretion, finds a different mechanism for selection more appropriate under the circumstances.

E) Vacancies in Board of Officers

- i) In the event a Board position becomes vacant, the Editor-in-Chief, or the Executive Editor or Senior Comments Editor if requested by the Editor-in-Chief, shall solicit candidates from the membership. To be considered for the position, candidates shall submit a letter of intent and a resume (without rank or GPA). The Editor-in-Chief, in conjunction with the Executive Editor and Senior Comments Editor, shall select the candidate(s) for the vacant position(s) by simple majority vote.
- ii) A formal announcement of the vacancy may be made to the entire membership at the discretion of the Editor-in-Chief. If this alternative is chosen, candidates will have seven (7) days to submit a letter of intent and a resume (without rank or GPA). The Editor-in-Chief, in conjunction with the Executive Editor and Senior Comments Editor, shall select the candidate(s) for the vacant positions by simple majority vote.
- iii) If there is a vacancy in the Editor-in-Chief, Executive Editor, or Senior Comments position, the remaining members of the incoming Board shall select the candidate(s) for the vacant positions by simple majority vote.

Article Five: Membership

Section 1 Minimum Membership Requirements: Each Member is required to contribute the time necessary to fulfill his or her obligations and duties to publishing the Law Review. In addition to the timely completion of all tasks assigned by the Editorial Board, each Member is responsible for the following:

- A) completion of any and all sourcebooks and subchecks of Student pieces or outside articles assigned by the Board of Officers;
- B) completion of any and all assignments for the production of the articles for the Law Review;
- C) completion of a manuscript ready for publication, as defined in Article Two, Section Five;
- D) to attend all readings days as prescribed by the Board of Officers;
- E) to complete all Office Hours assignments as prescribed by the Board of Officers;
- F) to attend all mandatory Membership meetings;
- G) to check regularly the email which Law Review is reasonably likely to use for correspondence in regards to official business;
- H) to complete promptly and thoroughly any other assignments given by the Board of Officers.

Membership is contingent upon the timely and satisfactory fulfillment of these requirements. Failure to fulfill any of the above requirements may result in (1) removal of the Member from the Law Review (Article Ten) and (2) withholding of academic credit by the Faculty Advisor at the request of the Editor-in-Chief (Article Eleven), or both.

Section 2 Membership Restrictions: No Member shall be a Member of any other journal at Seton Hall University School of Law.

Section 3 Membership Term: A student's membership on the Law Review will be for the period of time that the student remains enrolled at Seton Hall University School of Law, and continues to fulfill the Member's Law Review obligations as defined by this Article.

Article Six: Board of Officers

Section 1 Restrictions on Officers: There are no restrictions imposed on Members of the Board of Officers so long as, in the judgment of the Editor-in-Chief, they are able to fulfill the duties of their office.

Section 2 Minimum Responsibilities and Duties of Officers: The duties of all persons on the Board of Officers may overlap as the needs of the Law Review dictate.

- A) Editor-in-Chief: All powers not specifically granted to the Board of Officers or to the general Membership are vested in the Editor-in-Chief. The Editor-in-Chief has overall responsibility for that which the Law Review does or fails to do. The Editor-in-Chief shall have the authority to make and effectuate all decisions pertinent to the day-to-day operation of the Law Review and shall supervise all phases of the Law Review's operation; call meetings of the Editorial Board and of the general Membership or any portion thereof whenever necessary and preside over such meetings; actively supervise the entire editorial process; and coordinate all Law Review activities. The Editor-in-Chief shall coordinate the development and strengthening of the Law Review's relationship with its alumni. The Editor-in-Chief shall conduct the final edit of each issue of the Law Review, and shall make the final determination as to what is to be printed in the Law Review. The Editor-in-Chief is responsible for representing the Law Review in all dealings with the Law School Administration and Faculty, including the Law Review's Faculty Advisor, all other University organizations, and all outside organizations and persons. In order to publish the book, the Editor-in-Chief has full responsibility for implementing the desktop publishing process, which may include preparing pieces for the macro, contacting the printer, placing all printer's signals on manuscripts, sending proofs to the outside authors, and signing off the book at the printers.
- B) Executive Editor: The Executive Editor is responsible for putting together the Write-On Competition with the assistance of the EIC, the former Executive Editor, and professors knowledgeable on the write-on topic. The Executive Editor is also responsible for evaluating and preparing for publication the outside articles that appear in each individual issue of the Law Review, and for delegating tasks necessary in order to fulfill these responsibilities to the Senior Articles Editor, Article Editors, Senior Editors and Associate Editors.
- i) Write-On Competition: The Executive Editor shall pick the topic for the Write-On Competition, gather and compile sources, put together the summary of the write-on packet for grading, and compile any other exercises appropriate to adjudicate students' respective qualifications for Seton Hall Law School's various journals.
- ii) Preparing Articles for Publication: After an article is selected for publication in the Law Review by the Editor-in-Chief, it is the Executive Editor's duty to check the article for both substantive and technical accuracy, and to edit the piece accordingly. Pursuant to this duty, the Executive Editor may from time to time contact authors in collaboration with the Editor-in-Chief to obtain sources not otherwise available or to obtain clarification on other issues. After the articles are received from the authors post-Reading Day, the Executive Editor

shall conduct a full, thorough edit of every article before sending to the Editor-in-Chief for a final edit prior to publication.

- iii) Delegation of Office Hour Assignments to Associate Editors and Senior Editors: Pursuant to fulfilling the aforementioned duties, the Executive Editor shall assign office hour assignments to the Associate and Senior Editors. Assignments may include, but are not limited to: research, photocopying, proofreading, substantive and/or technical checks of the articles, sourcebook compilations, library duty, and various other duties incident to evaluating and preparing the articles for publication.
 - iv) Delegation of Duties to Officers: The Executive Editor may delegate responsibilities pursuant to fulfilling the aforementioned duties listed in Article Six, Section 2.B.i - iii to the Articles Editors as he or she sees fit. In doing so, the Executive Editor shall make sure the Articles Editors get all the articles for each book and make sure they send out the office hours assignments for those articles, incorporate the Reading Day edits, conduct their own edits, and return the articles to the Executive Editor in accordance with the deadlines set out in the article publication schedule.
- C) Senior Comments Editor: The Senior Comments Editor is responsible for evaluating and preparing for publication, the student-written notes or comments that appear in each individual issue of the Law Review, and for delegating tasks necessary to fulfill these responsibilities to the Comment Editors, Senior Editors, and Associate Editors. The Senior Comments Editor is also responsible for directing, and providing guidance to, the Associate Editors in developing the topic for, and writing their notes or comments.
- i) Note or Comment Evaluation: The Senior Comments Editor is responsible for directing the evaluation of student written notes or comments for publication in the Law Review. The Senior Comments Editor shall apprise the Editor-in-Chief of all notes or comments being considered for publication. The decision to publish or reject an article shall be made by the Editor-in-Chief, upon the advice of the Senior Comments Editor.
 - ii) Preparing Notes or Comments for Publication: After a note or comment is selected for publication in the Law Review by the Editor-in-Chief, it is the Senior Comments Editor's duty to check the note or comment for both substantive and technical accuracy, and to edit the piece accordingly.

- iii) Delegation of Office Hour Assignments to Associate Editors and Senior Editors: Pursuant to fulfilling the aforementioned duties, the Senior Comments Editor shall assign work projects to the Associate and Senior Editors. Assignments may include, but are not limited to: research, photocopying, proofreading, substantive and/or technical checks of the notes or comments, sourcebook compilations, library duty, and various other duties incident to publishing the notes or comments.
 - iv) Directing the Development of Associate Editors' Notes or Comments: The Senior Comments Editor is also responsible for directing, and providing guidance to, the Associate Editors in developing the topic for, and writing their notes or comments.
 - v) Delegation of Duties to Officers: The Senior Comments Editor may delegate responsibilities pursuant to fulfilling the aforementioned duties listed in Article Six, Section 2.C.i – iv to the Comment Editors as he or she sees fit.
- D) Senior Articles Editor: The Senior Articles Editor is responsible for supervising the submissions process. The Senior Articles Editor shall apprise the Editor-in-Chief of all articles being considered for publication.
 - i) Submission Receipt and Distribution: The Senior Articles Editor shall manage the system by which assignments are distributed and through which the Law Review receives submissions from authors.
 - ii) Delegation of Submission Evaluation: The Senior Articles Editor shall assign submissions to the Articles and Comments Editors on a semiweekly basis (or as needed to complete submission evaluation) after an initial screening of the article. Based on the Articles and Comments Editors' reviews, the Senior Articles Editor shall recommend to the Editor-in-Chief the articles that are fit for publication.
 - iii) Role at Conclusion of Submissions Cycle: At the conclusion of the articles submissions cycle, the Senior Articles Editor assumes all responsibilities of Articles Editors, as enumerated in Subsection E of this Article. All rules that apply to Articles Editors then apply to the Senior Articles Editor, and the Senior Articles Editor in turn reports to the Executive Editor with respect to all editing measures.
- E) Articles Editors: As directed by the Executive Editor, the Articles Editors shall be responsible for overseeing the day-to-day preparation of articles for publication in the Law Review, which may include assuring the preparation of sourcebooks, conducting a substantive and technical check of each

article, verifying all direct quotations, and correcting all grammatical errors. Upon completion of the initial editorial work, the editor shall submit the article to the author for approval. Following author approval, the Articles Editor shall submit the piece to the Executive Editor for further review and preparation for publication. The Articles Editors are also responsible for the completion of any other tasks delegated by the Executive Editor and Senior Articles Editor.

- F) Comments Editors: As directed by the Senior Comments Editor, the Comments Editors shall be responsible for assuring the preparation of notes or comments for publication in the Law Review, which may include assuring the preparation of sourcebooks, conducting a substantive and technical check of each note or comment, verifying all direct quotations, and correcting all grammatical errors. Upon completion of the initial editorial work, the editor shall submit the note or comment to the author for approval. Following author approval, the Comments Editor shall submit the piece to the Senior Comments Editor for further review and preparation for publication. The Comments editors shall also be responsible for overseeing the day-to-day selection and/or approval of topics for student written pieces. The process shall involve keeping abreast of important developments in the law, screening new opinions and proposed topics, and researching each topic to ascertain its note or comment worthiness. No topic shall be assigned until it has been determined to be note or comment worthy. Comments Editors may permit a student-author to choose a paper topic of his or her own determination. Determinations as to note or comment worthiness shall be made by the Editor-in-Chief, upon the suggestion of the Senior Comments Editor as advised by the Comments Editors.
- i) Supervisory Duties for Student Written Pieces: Comments Editors are responsible for supervising all student-authors during every stage of the writing process. This includes:
- (1) providing each student with a workable writing schedule;
 - (2) assisting each student throughout the writing process;
 - (3) editing each writer's piece in a timely fashion;
 - (4) ensuring that each student piece is substantively publishable;
and
 - (5) performing second edits upon other notes and comments at the discretion of the Senior Comments Editor.
- ii) Articles Submissions Process: Comments Editors shall participate in the submissions process along with Articles Editors and report to the

Senior Articles Editor accordingly. With respect to the submission process, Comments Editors shall:

- (1) Read submissions and make recommendations to the Senior Articles Editor focused primarily on Bluebooking, writing and grammar, and the author's qualifications;
- (2) Fill out a short questionnaire for each article to help organize responses;

iii) Editing Selected Comments: Comments Editors shall be responsible for:

- (1) Locating sources and making Interlibrary loan requests for missing sources;
- (2) Conducting a preliminary style and grammar edit and attribution check of the entire comment before Office Hours assignments are released;
- (3) Dividing up footnotes for Office Hours assignments;
- (4) Sending Office Hours assignments to assigned editors with the relevant editing documents;
- (5) Managing the Office Hours assignments and incorporating all Office Hours edits before Reading Day;
- (6) Incorporating all Reading Day edits soon after Reading Day;
- (7) Mentor 2L Associate Editors in their writing process.

G) Business and Publications Editor: The Business and Publications Editor shall be responsible for maintaining the accuracy of the Law Review's subscription list, which is submitted to the Law Review's publisher upon the submission of each issue of the Law Review. In addition, the Business and Publications Editor shall be responsible for checking the Law Review's mailbox and e-mail account and for distributing incoming messages and letters to their proper recipients. The Business and Publications Editor shall also oversee the distribution of office hour assignments to the Associate and Senior Editors by the Executive and Senior Comments Editors (and their editors) to assure the Law Review is meeting the deadlines set in its overall publication schedule. The Business and Publications Editor shall additionally oversee the Write-On grading process. This includes collecting the submissions, assigning each submission to editors for grading, distributing grading assignments to editors, and compiling all Write-On

scores and GPAs for the Editor-in-Chief. The Business and Publications Editor shall also be responsible for any tasks delegated to him or her by the Editor-in-Chief.

- H) Symposium Editor: The Symposium Editor will be responsible for selecting and implementing an annual Symposium for the Law Review. At the discretion of the Editor-in-Chief, this position may be split into two or more positions. The Symposium Editor shall coordinate with necessary faculty, staff, and administration to coordinate the event. The Symposium Editor shall be responsible for selecting articles for the Symposium issue of the Law Review and selecting the content and theme of both the Law Review issue and live Symposium. The Symposium Editor may delegate tasks in order to accomplish the tasks of the Symposium Editor. The Symposium Editor shall also serve as an Articles editor when requested by the Editor-in-Chief.
- i) Fall Duties: The Fall Symposium Editor shall execute whatever remains for the planning process in advance of that year's Symposium, including putting on the Symposium itself in the Fall semester. The Fall Symposium Editor is responsible for all logistical aspects of running the event. In the event that the position is split, the Fall Symposium Editor shall be allotted one academic credit for their work, as permitted by Article Nine of this Constitution.

Spring Duties: The Spring Symposium Editor shall be responsible for selecting, in conjunction with the Editor-in-Chief, a topic for the annual Law Review Symposium. The Spring Symposium Editor shall also invite speakers for the following Fall's Symposium and organize the speakers into panels. In the event that the position is split, the Spring Symposium Editor shall be allotted two academic credits for their work, as permitted by Article Nine of this Constitution.

Section 3 Appointment of Assistants to Law Review Officers: The Editor-in-Chief may, with the advice and counsel of the Board of Officers, appoint Associate or Senior Editors to act as Assistant Editors to members of the Board of Officers.

Article Seven: Faculty Advisor

Section 1 A faculty Member appointed by the Law School Administration shall serve the Law Review in an advisory capacity. The Editor-in-Chief is responsible for keeping the Faculty Advisor fully informed as to the workings of the Law Review. The Faculty Advisor shall offer advice to the Editorial Board as he/she deems appropriate. Copies of all important correspondence between the Law Review and the University and the Law School Administration, as well as all important correspondence with outside vendors, shall be sent to the Advisor.

The Advisor shall be invited to attend all meetings of the general Membership, and shall receive advance notice of all such meetings. If the Advisor is unable to

attend any meeting, the Editor-in-Chief shall within seven (7) days send a memorandum of the proceedings to the Advisor. The awarding of academic credit shall be at the discretion of the Faculty Advisor, with input from the Editor-in-Chief.

Article Eight: Selection of New Members

- Section 1 New Members: New Members shall be selected from competitions comprised of both writing and grade components. The specific requirements of such competitions shall be determined by the Editorial Board.
- Section 2 Spring Competition: At the discretion of the Board of Officers, a membership competition may be held following the completion of all exam grading for the fall semester. This competition shall be open to
- A) any first-year and second-year full time student who satisfies the requirements established by the Board of Officers, and
 - B) any second-year or third-year part time student who satisfies the requirements established by the Board of Officers.
- Section 3 Summer Competitions: At least one membership competition shall be held following the completion of the spring semester exam period. This competition shall be open to
- A) any first-year or second-year full time student who satisfies the requirements established by the Board of Officers, and
 - B) any second-year or third-year part time student who satisfies the requirements established by the Board of Officers.
- Section 4 Transfer Student Competition: At the discretion of the Board of Officers a membership competition may be held in September of each year for students who would have been eligible for the prior summer competition under Article Eight, Section Three, but could not participate because they were enrolled at a law school other than Seton Hall in the prior academic year. Students who were enrolled at Seton Hall University School of Law in the prior academic year and thus, could have participated, or did participate in the prior summer competition, are ineligible for a transfer student competition.
- Section 5 Grading of Competition Papers: Papers shall be graded by the combined Membership of each of Seton Hall Law School's various journals. The Editor-in-Chief may appoint other Members to assist in the grading. The Editor-in-Chief shall ensure that all grading is conducted anonymously and in such a manner as to prevent any potential conflicts of interest.

Section 6 Letter of Acceptance of Membership: Each candidate who is selected for Membership in any competition shall submit a Letter of Acceptance of Membership to the Editor-in-Chief within ten (10) days of notice of selection.

Article Nine: Academic Credit

Section 1 Members: All Members may purchase as many academic credits as prescribed by the Faculty Curriculum Committee and the Board of Officers.

Section 2 Board of Officers: All Members of the Board of Officers may purchase as many academic credits as prescribed by the Faculty Curriculum Committee and the Board of Officers.

Section 3 Credit Contingent Upon Performance of Assigned Duties: Academic credit for participation in the Law Review is controlled by the Faculty Advisor. At the end of each semester the Editor-in-Chief shall forward to the Faculty Advisor a list of those students registered for credit who have fulfilled their Law Review duties. The Editor-in-Chief shall be required to enforce credit sanctions against any Member who has failed to fulfill his or her Law Review duties to the satisfaction of the Editorial Board.

Section 4 Registration: No Member shall be permitted to receive academic credit until he or she has completed a Manuscript Ready for Publication as defined under Article Two, Section Five.

Article Ten: Removal of Members

Section 1 All Members: Any Member of the Law Review who does not substantially fulfill his or her duties under this Constitution, or who fails to abide by the restrictions imposed on Members by this Constitution, shall be removed from the organization by a Membership vote, provided that the following procedure is adhered to:

- A) If any Board Member believes that a Member has not substantially fulfilled his or her duties, the Board Members so believing must call a full Board meeting. Alternatively, any ten (10) Members in good standing of the Law Review may compel such a Board meeting by petition.
- B) At the Board meeting, two (2) of the Board Members must vote for removal to compel a full Membership meeting for removal. In the alternative, twenty (20) Members in good standing may compel such a Membership meeting by petition.
- C) Notice of a full Membership removal vote must be given at least one (1) week prior to the date of the vote. The meeting must be held within

fourteen (14) days of the date that the Board is first apprised of the removal problem.

- D) A quorum of seventy-five percent (75%) of the full Membership must be present to conduct a removal meeting. The Faculty Advisor shall moderate the removal meeting, but the Advisor's role is limited. The Advisor may not express opinions on the removal of the Member in question, nor may the Advisor vote.
- E) The Member so charged may make a brief statement on his or her behalf prior to the vote. The statement shall not extend for more than three (3) minutes. Further deliberation and discussion of the Membership out of the presence of the Member so charged shall be permitted at this point. A vote shall then be taken out of the presence of the Member so charged.
- F) If seventy-five percent (75%) of those present at the removal meeting vote for removal, the removal is effectuated.
- G) As soon as practicable after removal is effectuated a notice as described in (H) of this Article shall be circulated by the Editor-in-Chief to the following:
 - i) The Dean of the Law School;
 - ii) The Associate Dean of the Law School;
 - iii) The Law School Office of Career Services;
 - iv) Any current employer of the removed Member;
 - v) Any employer obligated to employ the removed Member as of the date of removal.
- H) Pursuant to section (G) of this Article, the Editor-in-Chief must circulate a notice of removal stating: "Please be advised that as of [date] [student name] is no longer a Member of the Seton Hall Law Review." Additional comments may be added upon the vote of a simple majority of the Editorial Board.

Section 2 Assistant Editors: Any Member appointed pursuant to Article Six, Section Three may be reduced to Associate Editor or Senior Editor status by the Editor-in-Chief, with the advice and counsel of the Board of Officers.

Section 3 Board of Officers: Any member of the Board of Officers who has not substantially fulfilled his or her duties as a Board Member, or who fails to abide by the restrictions imposed on Board Members by this Constitution, may be

removed as a Board Member and reduced to Senior Editor status by a Membership vote, provided that the following procedure is adhered to:

- A) If any Board Member believes that another Board Member has not substantially fulfilled his or her duties as a Board Member, the Board Member so believing must call a full Board meeting. Alternatively, any ten (10) Members in good standing of the Law Review may compel such a Board meeting by petition.
- B) At the Board meeting, two (2) of the Board Members (excluding the Board Member charged) must vote for removal to compel a full Membership meeting for removal. In the alternative, twenty (20) Members in good standing may compel such a Membership meeting by petition.
- C) Notice of a full Membership removal vote must be given at least one (1) week prior to the date of the vote. The meeting must be held within fourteen (14) days of the date that the Board is first apprised of the removal problem.
- D) A quorum of seventy-five percent (75%) of the full Membership must be present to conduct a removal meeting. The Faculty Advisor shall moderate the removal meeting, but the Advisor's role is limited. The Advisor may not express opinions on the removal of the editor in question, nor may the Advisor vote.
- E) The Editor so charged may make a brief statement on his/her behalf prior to the vote. The statement shall not extend for more than three (3) minutes. Further deliberation and discussion of the Membership out of the presence of the Editor so charged shall be permitted at this point. A vote shall then be taken out of the presence of the editor so charged.
- F) If seventy-five percent (75%) of those present at the removal meeting vote for removal, the removal is effectuated.

Section 4 Effect of Removal: Any person removed under this Article shall not be eligible for the Law Review credits he or she otherwise would have been entitled to for the Board of Officers position from which they were removed during the semester in which removal occurs. Instead, the member whose position was reduced to Senior Editor shall be entitled only to those credits to which they would have been entitled had they served as a Senior Editor for the entirety of that semester.

Article Eleven: Satisfaction of Writing Requirement

Section 1 Any Member who wants his or her student article to be recognized as satisfying his or her law school Advanced Writing Requirement shall submit a typed copy of the article (accompanied by typed footnotes) to their Faculty Advisor by the end

of the exam period of his or her second semester on Law Review. Upon approval of a paper, the Advisor shall submit a letter to the Associate Dean certifying that the paper has been approved for publication and may be viewed as satisfying the Member's writing requirement. Upon approval of the article by the Associate Dean, the Editor-in-Chief shall inform the concerned candidate(s)/Members(s) of such approval, either verbally or in writing. Notwithstanding the guidelines set forth in this provision, Article Eleven Section 1, a student may request an extension on the certification deadline. Such an extension will be granted at the discretion of the Faculty Advisor and the Editor-in-Chief.

Article Twelve: Publication of Student Pieces

- Section 1 Selection of Student Pieces for Publication: The Editor-in-Chief shall, in his or her discretion, and considering the advice of the Senior Comments Editor, determine whether a student article shall be published in the Seton Hall Law Review. Factors to be considered include, but are not limited to, timeliness of the topic, quality of the writing, and the author's adherence to his or her writing schedule. All decisions of the Editor-in-Chief as to whether a manuscript shall be published are final.
- Section 2 Right of First Refusal: The Seton Hall Law Review retains a right of first refusal for the publication of all notes or comments produced by its members to satisfy the membership requirement of Article Five, Section 1.J. Without prior approval from the Editor-in-Chief, no member may submit their piece for publication in any other journal.

Article Thirteen: Statement of Diversity

- Section 1 The Law Review recognizes the value of a diverse, inclusive membership. Diverse backgrounds affect the way people see the world, and these differences bring important perspectives to our scholarly work. To achieve that diversity, each Board of Officers shall take appropriate actions to ensure that the Law Review benefits from a rich breadth of viewpoints, life experiences, and intellectual approaches.

**SETON HALL LAW REVIEW:
EXECUTIVE BOARD
POSITIONS**

Editor-in-Chief

Executive Editor

Senior Comments Editor

Senior Articles Editor

1. Oversees submissions process (i.e. selection of articles)
2. Reverts to normal Articles Editor once submissions process is complete

Articles Editors

Comments Editors

1. Splitting submissions process with Articles Editors

Symposium Editors

1. Fall Symposium Editor: 1 credit
2. Spring Symposium Editor: 1 credits
3. (If same person, 3 credits – 1 in Fall, 2 in Spring)

**Business & Publication
Editor**

SENIOR EDITORS

ASSOCIATE EDITORS

Editor-in-Chief: All powers not specifically granted to the Board of Officers or to the general Membership are vested in the Editor-in-Chief. The Editor-in-Chief has overall responsibility for that which the Law Review does or fails to do. The Editor-in-Chief shall have the authority to

make and effectuate all decisions pertinent to the day-to-day operation of the Law Review and shall supervise all phases of the Law Review's operation; call meetings of the Editorial Board and of the general Membership or any portion thereof whenever necessary and preside over such meetings; actively supervise the entire editorial process; and coordinate all Law Review activities. The Editor-in-Chief shall coordinate the development and strengthening of the Law Review's relationship with its alumni. The Editor-in-Chief shall conduct the final edit of each issue of the Law Review, and shall make the final determination as to what is to be printed in the Law Review. The Editor-in-Chief is responsible for representing the Law Review in all dealings with the Law School Administration and Faculty, including the Law Review's Faculty Advisor, all other University organizations, and all outside organizations and persons. In order to publish the book, the Editor-in-Chief has full responsibility for implementing the desktop publishing process, which may include preparing pieces for the macro, contacting the printer, placing all printer's signals on manuscripts, sending proofs to the outside authors, and signing off the book at the printers

Executive Editor: Put together the Write-On Competition with the assistance of the EIC, the former Executive Editor, and professors knowledgeable on the write-on topic (i.e., pick topic, gather and compile sources, put together the summary of the write-on packet for grading, and compile the Bluebook questions and answer key, as well as answer any questions about the Write-On that arose during the competition). In charge of the Articles Editors (make sure they get all the articles for each book and make sure they send out the office hours assignments for those articles, incorporate the Reading Day edits, conduct their own edits, and return the articles to me in accordance with the deadlines set out in the article publication schedule). Answer questions that may arise from the Articles Editors and/or Senior/Associate Editors during office hours assignments and Reading Day. Contact the authors of the articles as needed to clarify certain things or obtain sources that we cannot otherwise locate for attribution checking. After we get the articles back from the authors post-Reading Day, do a full, thorough edit of every article (text and footnotes, including editing Bluebook citations) before sending to the EIC for a final edit before publication.

Senior Comments Editor: The Managing Editor is responsible for evaluating and preparing for publication, the student-written notes or comments that appear in each individual issue of the Law Review, and for delegating tasks necessary to fulfill these responsibilities to the Comment Editors, Senior Editors, and Associate Editors. The Managing Editor is also responsible for directing, and providing guidance to, the Associate Editors in developing the topic for, and writing their notes or comments. So, while the Comments Editors read the assignments and provided feedback, mostly made sure that they submitted assignments on time and that they met the requirements. Once the Associate Editors picked their topics, kept track of them to make sure that their topics did not overlap with another Associate Editor's topic. The Associate Editors are required to submit the third drafts and the final drafts only to me and their faculty advisors. Must read and edit all the comments and return them to the Associate Editors by April. They then submit the final drafts to me for Law Review Certification and to their faculty advisors for AWR credit. After we get the articles back from the authors post-Reading Day, do a full, thorough edit of every article (text and footnotes, including editing Bluebook citations) before sending to the EIC for a final edit before publication.

Business & Publication Editor: At the end of the spring 2019 semester, reach out to everyone who wrote a comment during the 2018-2019 school year and asked them to submit their comments to be considered for publication if they wished to do so. Then assigned anonymous numbers to each comment and ensured that Comments Editors would not score their own comments (if they submitted). Read all comments submitted for publication and made recommendations to the EIC on which comments to publish. Responsible for maintaining the accuracy of the Law Review's subscription list, which is submitted to the Law Review's publisher upon the submission of each issue of the Law Review. In addition, the Business Editor shall be responsible for checking the Law Review's mailbox and e-mail account and for distributing incoming messages and letters to their proper recipients. Organize reading days. Organize write on grading. This includes collecting the submissions through dropbox, assigning each submission to 3 different editors for grading, sending out the grading assignments to editors, collecting their responses, and inputting all write on scores and GPAs into an excel sheet for the EIC. Arrange social events, such as transition dinner and the mixer with Rutgers Law Review.

Senior Articles Editor: Supervised the submissions process (Articles Editors and Comments Editors), and reported to the EIC. Specifically, assigned submissions to the AE/CE editors on a semiweekly basis (after an initial screening). The AE/CE editors reviewed the submissions based on a form that was set up, and reviewed those submissions that the AE/CE editors gave four or five stars to. Based on this, made recommendations to the EIC about which submissions to extend offers to. On average, assigned about 30 submissions per week, about 10 of which would meet the bar for me to review. Of those ten, would generally recommend 2-5 to the EIC. The pace would fluctuate based on the quality of submissions. NEW – Senior Articles Editor becomes another “normal” Articles Editor once editing of articles begins and submissions is complete. All rules that apply to Articles Editors then apply to Senior Articles Editor, and the Senior Articles Editor in turn reports to the Executive Editor with respect to all editing measures.

Articles Editors: Reads submissions and makes recommendations to Senior Articles Editor—focused primarily on Bluebooking, writing/grammar, and the author's qualifications (number of previously published scholarly articles, etc.) and ranked them from 1 to 5 stars. Filled out a short questionnaire for each article to help organize our responses—it was about 10-12 questions long and asked about general information (page length, word count, author name/institution, etc.), the topic (summary, whether it seemed current), and more specifics about the quality of the writing and Bluebooking. Edit the selected articles. This includes locating sources for the Article and making ILL requests. Conducting a preliminary style edit, grammar edit, Bluebook edit, and attribution check of the Article before Office Hours Assignments are released; Dividing up the footnotes for the Office Hours Assignments; Sending the Office Hours Assignment to my assigned editors (with the relevant editing documents); Managing the Office Hours Assignments (in case of lateness, lack of response, etc.) Incorporating all Office Hours Assignment edits before Reading Day; Incorporating all Reading Day Assignment edits soon after Reading Day.

Comments Editors: Participates in submissions process along with Articles Editors, and reports to the Senior Articles Editor with respect to the submissions process. (Reports to the Senior Comments Editor for all editing-of-comments respects). Reads submissions and makes recommendations to Senior Articles Editor—focused primarily on Bluebooking, writing/grammar, and the author's qualifications (number of previously published scholarly articles, etc.) and ranked

them from 1 to 5 stars. Filled out a short questionnaire for each article to help organize our responses—it was about 10-12 questions long and asked about general information (page length, word count, author name/institution, etc.), the topic (summary, whether it seemed current), and more specifics about the quality of the writing and Bluebooking. Edit the selected comments. This includes locating sources for the Comment and making ILL requests. Conducting a preliminary style edit, grammar edit, Bluebook edit, and attribution check of the Comment before Office Hours Assignments are released; Dividing up the footnotes for the Office Hours Assignments; Sending the Office Hours Assignment to my assigned editors (with the relevant editing documents); Managing the Office Hours Assignments (in case of lateness, lack of response, etc.) Incorporating all Office Hours Assignment edits before Reading Day; Incorporating all Reading Day Assignment edits soon after Reading Day. Mentor 2L Associate Editors in their writing process. This entailed the oversight and guidance of five AEs' Comments. Provided guidance beginning at the outline stage and continue to help them edit their papers. Distributed Office Hours assignments to Associate Editors and also incorporated Reading Day edits into a single document (which then went to the publishing student-authors for their feedback).

Symposium Editors credit distribution → Fall Symposium Editor = 1 credit

Spring Symposium Editor = 1 credits

If same person = 3 credits (1 in Fall, 2 in Spring)

- **Fall Symposium Editor (1 credit)**: takes over from previous Spring Symposium Editor and executes whatever remains of the planning process, including putting on the Symposium itself in the Fall semester. The Fall Symposium Editor is responsible for all logistical aspects of running the actual event.
- **Spring Symposium Editor (1 credits)**: Symposiums will now be planned in the Spring semester of the previous year. Spring Symposium Editor will decide the topic of the symposium after meeting with administration and professors to gather ideas. The Spring Symposium Editor chooses the topic for the following Fall semester, invites speakers, and organizes the speakers into panels.

Election Process: Candidates for executive board positions must submit a resume and take part in the interview process. For the Editor-in-Chief position, the interview will be with currently serving executive board members and an election will be held with the current Law Review members. For all other positions, the interview will be with the current Editor-in-Chief and the Editor-in-Chief elect. Members will then be selected for their positions.